

3 June 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff  
THROUGH : Chairman, COMIREX  
SUBJECT : Recommendation for Promotion  
-- [REDACTED]

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1. It is requested that Mr. [REDACTED] be promoted from GS-10 to GS-11 to be effective at the beginning of the next payperiod.

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2. [REDACTED] has been in his present assignment for 16 months. During this time he has been responsible for all computer production processing as well as any programming required to support the needs of ICRS and COMIREX. He has developed new software programs which have permitted automation of several functions and resulted in a more efficient operation. There has been a tremendous increase in the amount of computer support required and [REDACTED] has willingly adapted his personal schedule to get the job done within the hard and fast deadlines imposed by the nature of the work. In addition to demonstrating a high degree of competence and expertise in the computer field, [REDACTED] has proven himself to be conscientious, innovative, dependable, and cooperative. He is a distinct asset to ICRS and contributes greatly to the smooth operation of the staff. [REDACTED] has been performing at the GS-11 level for many months.

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[REDACTED]  
Chairman, ICRS